

LANCASTER COUNTY
COUNTY VETERANS SERVICE AND GENERAL ASSISTANCE OFFICER

NATURE OF WORK

This is responsible administrative work supervising and coordinating the services and programs of the Veterans Service Center and the Counties General Assistants program. This is an unclassified position.

Work involves coordination of a multitude of services and benefits available to veterans at Federal, State and County levels. Work includes overseeing requests for assistance, determining eligibility for financial assistance and administering the County Veteran's Aid Fund. Work also includes the administration of and responsibility for the County's General Assistants program. Work also includes preparation and administration of the departmental budget. Work is performed under general policy direction of the State Department of Veterans Affairs, the County Veterans Service Committee and the County Board with the incumbent being held accountable and responsible for results achieved. Supervision is exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Oversee veterans' requests for financial benefits and support services; determine veterans' eligibility and coordinate multiple services and benefits available to veterans at Federal, State and County levels; assist veterans in completing applications and meeting eligibility requirements.

Oversee requests for general assistance benefits and support services for the general public; determine eligibility and coordinate multiple services and benefits available under Federal, State and County levels; assist applicants for general assistance in completing applications and meeting eligibility requirements.

Administer the County Veterans' Aid Fund; determine eligibility and amount of assistance; act as liaison between veterans and providers as needed.

Prepare and transmit required forms and letters; maintain case files; provide on-call services to veterans as needed; assist with routine clerical tasks as necessary.

Visit veterans, widows and orphans in care facilities, hospitals and private homes as appropriate.

Attend meetings of the Lancaster County Veterans Service Committee, veterans' organizations, and the Nebraska County Veterans' Service Officers Association.

Direct, schedule and oversee the departmental staff in the operation of this department.

Prepare and administer the departmental budget.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of laws and regulations applicable to veterans' services and benefits.

Considerable knowledge of the principles, practices and methods of interviewing.

Knowledge of basic budgeting principles and practices.

Knowledge of support services in the community and services provided by such agencies.

Some knowledge of common word processing and computer database software applications.

Ability to interpret laws and regulations.

Ability to prepare reports and maintain records.

Ability to establish and maintain effective working relationships with veterans' organizations, veterans and their families, the County Board, and co-workers within the department.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience working in the field of veterans' services or benefits.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in working in the field of veterans' services or benefits or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

* Must be a honorably discharged veteran who served on active duty in the armed forces of the United States during World War I, World War II, the Korean War, Vietnam War, Lebanon, Granada, Panama or the Persian Gulf War or other War time service as may be declared (dates as provided by Nebraska State Statute). DD Form 214 required.

* Must have been a bonafide resident of the State of Nebraska continuously for at least the past five years immediately prior to assuming the position.

* As per the qualifications set forth in State laws 80-401.01 and 80-410.

Approved by: _____

County Board Chair

Personnel Director

12/2005